

C O N F I D E N T I A L

16 October 1975

MEMORANDUM FOR: Executive Assistant, Office of Personnel

SUBJECT : Highlights of Activities for the Control Division  
for the Week Ending 16 October 1975

I. Highlights of activities for this Division for this week are as follows:

A. Two queries were made against the PERSIGN data base via the CRT terminal:

25X1 1. Mr. [REDACTED], PS/MSB, was given a tabulation showing the number of SD-D full-time permanent staff personnel with an invalid SCD, LCD or DOG. This was to be back-up data for a tabulation SRB created for him last week which had excluded these employees; and,

25X1 2. Mr. [REDACTED] ODDA, was given a list of contract employees who had NSCA. There were eight of these employees and they are currently excluded from the listing of personnel with NSCA because the listing is out of the old P-STAT system which only contains staff personnel.

25X1 B. Ms. [REDACTED] OD/PERS, was given a tabulation of professional and total staff personnel in percentages by degree of college education. The tabulation showed that 72.5% of the professional staff personnel have earned a college degree with 3.8% Doctorates; 19.6% Masters; and, 49.1% Bachelors. The information had been requested by Mr. Blake.

C. The GAF 300 diazo-printer duplicating machine is to be installed in SRB today. Many of SRB's reports have been delayed for a few days because of problems encountered with the contractors changing the vent and electrical outlet. SRB should be caught up by week's end.

D. Due to the large quantity of "money" actions held for the legislative pay adjustment effective 12 October 1975, TRB/Status Section has requested and received authorization to work overtime.

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E. TRB/Files Section completed a consolidation of files on Foreign Nationals and the files on consultants.

F. For purposes of a Senate Sub-committee request a total of 115 files were requested from Records Center on employees who had any possible experience or connection with the FBI.

G. TRB searched files for 25 hours on a special [ ] for the Executive Assistant D/Pers. 25X1

H. [ ] was reassigned to TRB/Files Section from TAS on 9 October 1975. 25X1

I. Qualifications Analysis Branch activities:

1. 10 Biographic Profiles were prepared;
2. 59 Biographic Profiles were updated;
3. 5 Biographic Profiles were furnished "As Is";
4. 1 Employee File (13 lines) was coded;
5. 196 Cases (694 lines) - Coding updated;
6. 71 Language data record forms were coded and posted to the language roster;
7. 3,079 Sheets were xeroxed.

8. The Executive Assistant, Office of Personnel, was furnished names of those employees in Headquarters who speak and understand Armenian at the intermediate or higher proficiency level (5). Grade and office, as well as level of proficiency in Armenian, was shown for each employee named.

J. Special Projects Report

Activity: (1) SSC - identify current and former employees who had worked for the FBI and subsequently served in CIA Office of Security or LA Division.

(2) SSC - Updating of Details In and Out.

(3) SSC - DDS&T/OTS requested (for the Senate Subcommittee) names of OTS (formerly TSD) employees entitled academically to be called "Dr." who were on duty during 1970-1973. 24 were identified as potentially filling these conditions. 8 are still on duty, two of whom are non-DDO-DDS&T employees. Of the 16 former employees 2 have degrees in law, probably not wanted. Of the 14 remaining QAB had no record which ones left in 1969 and which ones left after 1969. Only 25X1

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one identifiable group - those who left on some date between 1 Jan 1969 and 31 Dec 1974.

Branch: SRB

Personnel:

Activity (1)

| Hours | Grade |
|-------|-------|
| 18    | GS-13 |
| 3     | GS-07 |
| 5     | GS-03 |

Branch: TRB

Personnel:

Activity (1)

Activity (2)

|      |       |
|------|-------|
| 2    | GS-12 |
| 1:20 | GS-09 |
| 3:30 | GS-06 |
| 7    | GS-05 |
| :20  | GS-07 |

Branch: QAB

Personnel:

Activity (3)

|             |       |
|-------------|-------|
| 6           | GS-12 |
| TOTAL 46:10 |       |

## II. Anticipated goals for the next week:

A. The new GS, FSO, FSR and GS-related pay scales will be drawn and typed for TRB this week. The work order with the pay scales attached will be sent to OJCS to have the information put into the edit programs and dictionary.

B. Work will continue on the SSC request which will require about eighty hours to complete.

 Chief, Control Division

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